

How To Create and Assign A Lesson Plan



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DO NOT COPY

How to Create a Lesson Plan

Creating a lesson plan in Zamenhof is quick and easy. Just follow these instructions.

If you need help at any time, send us an email at help@zamenhof.com or visit our FAQ page at faq.zamenhof.com.

Creating Your Own Content

1. Login to your teacher account.

Result: Your list of lessons appears.

2. To create a new lesson plan, under the **Unit** column, click the **Add** button.

Result: The **Search Location** screen appears.

3. Click the **Create New Lesson** button.

Result: The **Create New Lesson** window appears.

4. Click the **Proceed** button.

Result: Your personal database appears along with these 3 sections:

- Theory
- Exercise
- Notes

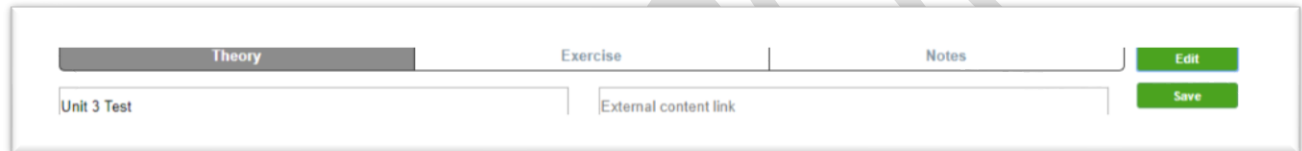
Note: The Theory section is highlighted as the default.

Adding Content to the Theory Section

1. Click the **Edit** button to add content.

Results: The Zamenhof editor appears.

2. Type the title of your lesson plan in the first field under the **Theory** section. (The Theory section is the default).
3. To add a google slide presentation to your lesson plan:
 - a. Hit the **Tab** key to go to the next field.
 - b. Copy/paste your presentation's URL.



The screenshot shows the Zamenhof editor interface. At the top, there are three tabs: 'Theory' (selected), 'Exercise', and 'Notes'. Below the tabs are two input fields. The first field contains the text 'Unit 3 Test' and the second field contains 'External content link'. To the right of the input fields are two green buttons: 'Edit' and 'Save'.

4. In the body of the editor, type concepts related to your lesson plan.
5. To upload files, click the **Choose File** button.

Note: The student panel area has a maximum width of 780px.
If you embed a .pdf file from Google doc, do not exceed 660px in height.

6. Click the **Save** button to save your work.

Adding Content to the Exercise Section

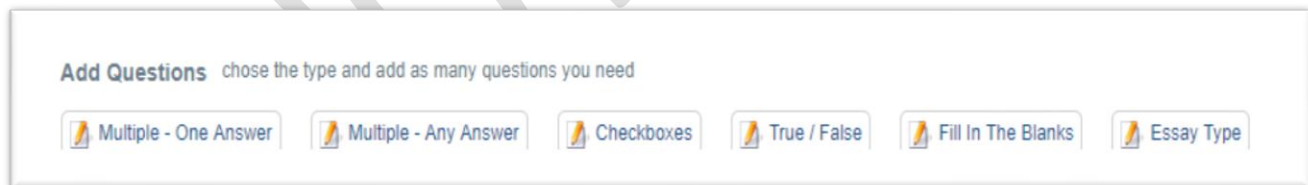
1. Click the **Exercise** section.
5. Click the **Edit** button to add content.

Results: The Zamenhof editor appears.



6. In the **Quiz Description** field, describe the purpose of your quiz.

Note: Check that you are updating the right lesson plan. Look for the lesson plan title and quiz description in the upper left corner of the screen.

7. In the body of the editor, add quizzes, images, media etc. to support your theory.
8. Determine the structure of your quiz by selecting from 6 different types of questions at the bottom of your screen.



Results: The Quiz editor appears.

9. Type each question in the body of the editor.
10. Click this icon  to remove a question.
11. Click the **Correct Answer** radio button to indicate the correct answer to the question.
12. Click this icon  to remove an answer.

The screenshot shows a quiz question editor interface. At the top, there is a 'Video' field with an empty text box. Below it is an 'Audio' section with a 'Choose File' button and the text 'No file chosen'. There are four answer options, each consisting of a text input field, a radio button, and the text 'Correct Answer'. The second and fourth options also have a red 'X' and the word 'remove' next to them. Below the options is a blue button with a plus sign and the text 'Add new option'. At the bottom is a 'Feedback' section with a large empty text area.

13. If you need more space to type your answers, click the **Add new option** button.
14. To leave feed back for your students, type your comment in the **Feedback** field.

Note: Students will see your feedback only when they have submitted their answers to the quiz.

15. Click the **Save** button to save your work.

Writing Notes

With Zamenhof, you have the option of leaving personal or public notes for your students.

1. Click the **Notes** section.
2. Write public comments in the **Public notes (suggestions, report mistakes...)** field.
3. Click the **Add/Edit** button to leave a personal note for your students.
4. Click the **Save** button to save your comments.

How to Assign a Lesson Plan

1. Login to your teacher account.

Result: Your list of lessons appears.

2. Under the **Unit** column, click the **Add** button.

Result: The **Search Location** screen appears.

3. In the **Change Search Location** field, click **My Database**.

Result: A list of lesson plans appears.

4. Select the newly created lesson plan from the list.

Search Location: Teacher, Taylor Borland - 127, Undetermined, General View Database Content

Search:

View Search Result

Change Search Location: [My database](#) [Open Course](#) [Breaking News](#)
[Create new lesson](#) [Questions](#) [Debates \(advance\)](#)
[Manual Search Location](#) [Compelling Conversation](#) [Debates \(intermediate\)](#)
[Entire Database](#) [EnglishPod \(audio\)](#)

Taylor Borland - 127		CLOSE
1	Unit 1	
2	Unit 2	
3	Unit 3 Test	

5. Click the **Assign** button.

Result: The newly created lesson plan appears in your list of lesson plans.

Starting	Time	Date	Student	Pack	School	Course	Unit	Exercise	Homework	Results	Attend.	Notes	Contact	Call
1:04:45	7:00	24 Dec	4301L.Patrina TF	40787	Enrich,lv	Open Course	Unit 3 Test							Send